

Date: Thursday, October 15, 2020

Subject: Board of Directors Meeting

Board Members Present: Rick Reichert, Chris Badurek, Mary Susan Knauss, Karyn Tareen

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Jonathan Garner, Wai Chan, Christa Hay

Minutes: The meeting began at 12:08 PM.

Secretary's Report: Michelle Debyah, Secretary

A motion was made by Mary Susan to approve the minutes from the September Board of Directors meeting. Motion was seconded by Karyn. Motion carried unanimously.

The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get Annual Treasurer's Report approved (Treasurer), provide award winner information to Communications Committee for website (Awards), and conduct election (Nominating). The items on the task list for October are to set Board Meeting and Committee Call schedules (President), appoint Secretary and Treasurer (President), appoint Committees and Committee Chairs (President), write "President's Message" (President), develop Association priorities for the year (President), send letter of appreciation to Committee Members (Past-President), confirm Secretary, Treasurer, Committees and Committee Chairs (Board), sign Annual Statement (Board), submit photo and information for website (new Board Members), update roster of Board Members and Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for 30-day member review period (Secretary), renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster (Treasurer auto), review and confirm roster on website (Committee Chairs), update Board and Committee rosters on website (Communications), and submit website maintenance contract for Board approval (Communications). The items on the task list for November are to collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30-day member review period (Secretary), pay website maintenance contract first installment (Treasurer), send membership balance to WNYGIS Users Group (Treasurer), submit plan/goals for the year for website (Committee Chairs), and submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting (Committee Chairs).

Treasurer's Report: Christa Hay, Treasurer

Christa reported the current balance is \$53,596.07. Recent payments include \$579.93 to Ross Baldwin for Awards, and \$18.99 to Host Monster. There has been \$646.76 in income from membership dues. Alan said the \$500.00 support was not necessary since the GISMO 30th anniversary event was virtual.

Fall Virtual Event / Annual Meeting

Karyn reported that there are 62 registrations for the Fall Virtual Event and Annual Meeting. Karyn was hoping for more and suggested asking the regions to help promote.

Karyn needs to know who will be speaking so she can send them the special presenter invite. In addition to Frank and Rick, Mike Ross from the City of Rochester will present. Gerry Aiken from Esri could discuss contract tracing, but Jonathan said if we want to stay with the government response theme this could be a future webinar.

Mary Susan wants to finish the agenda and send it out to everyone involved with the meeting, including the speakers. Mary Susan asked if the Award winners would speak. There are nine of them, so that would take a lot of time and involve a lot of switching between presenters.

Karyn still wants to ask Professional Development if they would be willing to run the technical aspects of the meeting.

Mary Susan suggested a test meeting to get familiar with the platform. Karyn will create a test meeting for next Tuesday, October 20th at 12:00 PM. Karyn will invite Jonathan, Chris, Ross, Mike, Rick, and Frank. Mary Susan would also like to attend. Karyn will confirm with Mike and let him know the invite for the test meeting is coming. Mary Susan will let Frank know.

NYGeoCon 2021

Chris met with some of the past members of the NYGeoCon Committee, and there was agreement to move forward with a virtual meeting. Tentative dates were selected as Tuesday and Wednesday, September 21 and 22, 2021.

President Reports

Chris said Karyn is running for President-Elect, but there are no candidates for the open Board Member positions. Chris has talked to a couple people and Karyn to one who may be interested, but have not yet committed. Time is short to conduct an election in time for the Annual Meeting. Rick said if we do not hold the election prior to the Annual Meeting, we would be in violation of the bylaws.

A motion was made by Mary Susan to retain the current Board in place for thirty days past the Annual Meeting to conduct an election. Motion was seconded by Karyn. Motion carried unanimously.

A motion was made by Mary Susan to adjourn the meeting. Motion was seconded by Karyn. Motion carried unanimously.

The meeting adjourned at 1:25 PM.

Action Item List

1. Rick will send resolutions related to actions or policies to Communications for the website.
2. Christa will file tax returns (2016, 2017, 2018, and 2019).
3. The Professional Development Committee will decide whether to continue using ClickMeeting.
4. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
5. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
6. Nominating will recommend nominees.
7. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
8. Christa will renew website domain nysgis.org with GoDaddy (auto).
9. Christa will renew website domain nysgis.net with HostMonster (auto).

10. Communications will submit website maintenance contract for Board approval.
 11. Jonathan will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
 12. Christa will get Annual Treasurer's Report approved at the Annual meeting.
 13. Ross will provide award winner information to Communications Committee for website after Annual Meeting.
 14. Nominating will conduct election.
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15. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
 16. Christa will pay website maintenance contract first installment.
 17. Christa will send membership balance to WNYGIS Users Group.
 18. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
 19. Mary Susan will finalize and distribute the agenda.
 20. Karyn will ask Professional Development for help with the technical aspects of running the meeting.
 21. Karyn will create a test meeting for next Tuesday, October 20th at 12:00 PM and invite Jonathan, Chris, Ross, Mike, Rick, Frank, and Mary Susan.
 22. Karyn will confirm with Mike Ross and let him know an invite for the test meeting is coming.
 23. Mary Susan will let Frank know an invite for the test meeting is coming.

Held Action Item List (After Election)

24. Chris will set the Board Meeting schedule (third Thursday of every month from 12:00 PM to 1:00 PM).
25. Chris will set the Committee Call schedule (second Thursday of every three months from 11:00 AM to 12:00 PM quarterly in March, June, September, and December).
26. Chris will appoint and the Board will confirm the Secretary and Treasurer.
27. Chris will appoint and the Board will confirm the Committees and Committee Chairs.
28. Chris will write the "President's Message".
29. Chris will develop Association priorities for the year.
30. Jonathan will send letter of appreciation to Committee Members.
31. Board members will sign and return Annual Statements.
32. New Board Members will submit photo and information for website.
33. Michelle will update roster of Board Members and Committee Chairs.
34. Michelle will distribute Annual Statements.
35. Committee Chairs will review and confirm roster on website.
36. Communications will update Board and Committee rosters on website.
37. Michelle will collect signed Annual Statements.
38. Committee Chairs will submit plan/goals for the year for website.

Held Action Item List (Event Related)

39. Mary Susan will contact the Governor's Office of Employee Relations to see if NYGeoCon and the GeoSpatial Summit can be added to the New York State approved training list.
 40. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
 41. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
 42. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
 43. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
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